



providing help, creating hope, serving all

Administrative Offices

1819 Gull Road
Kalamazoo MI 49048
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ccdok.org

EMPLOYMENT NOTICE

April 27, 2015

Please Post

POSITION TITLE: Accounts Payable/Supported Community Living Clerk

POSITION DESCRIPTION: Manage accounts payables functions, vendor files and prepare vendor 1099's. Manage agency credit cards, credit accounts, and cell phone account. Assist Supported Community Living Program in managing activities and statistical reporting. Promote the mission of Catholic Charities and positive working relationships among staff.

EDUCATION REQUIREMENT:

- Associates Degree in Accounting or equivalent experience.

EXPERIENCE REQUIREMENT:

- Experience with computerized accounting systems and proficiency in Microsoft Excel.

HOURS: Up to 15 hours per week between 8:30 am and 5:00 pm.

SALARY: \$13.26/hour

TO APPLY: Send cover letter and resume to:

Vicki Matunas, Administrative Assistant
Catholic Charities Diocese of Kalamazoo
1819 Gull Road
Kalamazoo, MI 49048

or email

vickimatunas@ccdok.org

member



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Youth and Families